



EMPLOYMENT OPPORTUNITY

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

FULL TIME

*Recruitment closes on **Friday, January 31, 2020 at 4:00 pm.** Apply early. Interested parties are strongly encouraged to submit application materials as soon as possible.*



Exciting New Opportunity

Join our professional Engineering team in our Community Development Department

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

\$151,920 - \$185,100/per year

Dependent upon Qualifications

Why work for the City of Agoura Hills?

When you become part of the City of Agoura Hills family, you will work alongside a team of dedicated, skilled and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. Here is an outstanding opportunity to join a dynamic organization dedicated to serving the Agoura Hills community.

What You'll Do

Duties may include, but are not limited to the following:

- Plans, organizes, evaluates and coordinates engineering and public works activities engaged in by City staff or contractors to insure compliance with appropriate ordinances, codes, or regulations. Develops comprehensive plans to satisfy the City's long-term and short-term needs for engineering and public works services. Establishes appropriate service levels and monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Assists members of the City Council, City staff, and the public by responding to requests, technical questions, and concerns relating to engineering and public works issues. Prepares and presents reports of a complex technical nature regarding engineering and public works activities. Provides technical direction and oversight for the City's NPDES program. Administers the Federal Flood Insurance program. Coordinates engineering and public works activities during emergencies. Acts as City liaison with F.E.M.A., O.E.S., and other agencies on engineering and public works activities during and following emergencies.

- Prepares, reviews, and recommends ordinances, regulations, standards and policies relating to engineering and public works activities.
- Plans, organizes, evaluates, and coordinates the development and implementation of the capital improvement program and budget. Develops, reviews and evaluates plans, specifications and contract estimates for engineering and public works projects. Makes recommendations to City management and the City Council on such projects as required.
- Researches or directs the research of programs involving new innovations for engineering or public works projects. Attends and participates in professional group meetings; stays abreast of new technology and innovations in the field of engineering and public works.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

What You Bring

EDUCATION AND EXPERIENCE: A combination of education and experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a bachelor's degree from a four-year college or university with major coursework in civil engineering and seven years of progressively responsible municipal civil engineering and/or public works experience, at least three years of which were at the supervisory level. A bachelor's degree is required. A master's degree is preferred but not required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: theories, principles, practices and techniques of public works and municipal civil engineering, applicable federal, state, and local law, codes and regulations governing the administration of public work activities and municipal engineering; principles and practices of public administration, including budgeting, contracting and the maintenance of public records.

Ability to: plan, direct and integrate broad comprehensive engineering and public works activities; analyze complex engineering and maintenance issues and problems; evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; present proposals and recommendations clearly and logically in public meetings; understand, interpret, and explain local, state, and federal law and regulations governing engineering and public works activities; develop clear, concise and comprehensive technical reports, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the City Council, representatives of other agencies, the public, and City employees.

LICENSES/CERTIFICATIONS/SPECIAL REQUIREMENTS

Possession of or ability to attain a valid California class C driver's license, acceptable driving record, and evidence of auto insurance are required. A valid California Registration as a Professional Engineer at the time of appointment. Ability to work extended hours in order to complete projects, attend meeting and accommodate city needs.

Physical Demands

While performing the duties of this class the employee is regularly required to sit, talk or hear, both in person or on the telephone, and operate standard office equipment. The employee is frequently required to stand and walk. The need to lift, carry and push equipment and supplies weighing up to 40 lbs. is sometimes required. Specific vision abilities required by the job include close vision, color vision and the ability to focus.

Mental Demands

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use mathematics and mathematical reasoning; perform highly detailed work within tight

deadlines, on multiple concurrent tasks; interact with City staff and other organizations; and deal with customer relations.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee generally works under typical office conditions. The noise level in the typical office work environment is usually quiet. However there is a requirement for field work where the environment is dependent upon site location, type of activity being performed, and weather conditions. The noise level in the field is frequently loud.

Are you ready? Apply!

Submit your application and resume online at www.ci.agoura-hills.ca.us or to Human Resources, City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Questions: email Celeste Bird at cbird@ci.agoura-hills.ca.us. Resumes may be attached to completed applications; however, a resume will not be accepted in lieu of an official City Application. **This recruitment will close on Friday, January 31, 2020 at 4:00 pm.** Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to interview.

The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check, a criminal history questionnaire and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Agoura Hills is an Equal Opportunity Employer (EOE).